September 1, 2011

REQUEST FOR STATEMENT OF QUALIFICATIONS
INVOICE PROCESSING AND REPORTING
(Deadline for Statement of Qualifications is Friday, September 16, 2011}

The Association of Bay Area Governments (ABAG) invites you to submit a Statement of Qualifications (SOQs) and other materials for developing the process and providing the timely compilation and submission of the monthly invoices for the EV Corridor grant. The Services Required Section below describes the requirements in more detail.

I. Background

The Association of Bay Area Governments (ABAG) is the recipient of a grant award from the California Energy Commission (CEC) on behalf of several local government jurisdictions and nonprofit organizations to implement a network of electrical vehicle (EV) charging stations in the San Francisco and Monterey Bay Areas. ABAG is the fiscal agent for the grant, with contracted program management and implementation. As fiscal agent, ABAG is responsible for submittal of invoices to the CEC that comprise the program costs from its subcontractors, as well as its own work on the grant. ABAG is seeking a qualified firm to assist with the invoicing process.

II. Services Required

The Consultant selected pursuant to this RFQ will be responsible for the following work:

Task 1 – Invoicing Program

The contractor will develop the tools and templates necessary for ABAG and its program subcontractors to submit invoices to the CEC for program and administrative work. The tools will interface with ABAG fiscal procedures and requirements and will meet CEC requirements for grant funds accountability.

For report format, please reference the CEC "Financial Status Report or Payment Request"—form CEC-211 a (Revised 9/10). (Copy attached.)

Task 2 –Monthly Invoicing

The contractor will coordinate, compile and process subcontractor invoices, match share contributions and ABAG costs to produce monthly invoices from ABAG to the CEC. The contractor will be responsible for reviewing subcontractor invoices to ensure adequate documentation before finalizing for ABAG approval and submittal to the CEC. The ABAG-to-CEC invoice will include this detailed documentation.

III. Time Frame

Services will commence on or about August 26, 2011 and end on or about April 30, 2013.

IV. Compensation

Up to $48,180 is available over the maximum 20 months of this contract (18-19 billing periods). Consultant must be a bona-fide independent Consultant. Consultant is responsible for payment of applicable state and federal taxes. Services will be paid for on the basis of completion of tasks (e.g. submittal of monthly invoice to CEC). All payments will be in arrears. Payments for grant funded projects are contingent upon approval by, and receipt of funds from, the grantor.

V. Selection Procedure

Every Statement of Qualifications (SOQ) will be evaluated according to the criteria below. Numerical scores will be tabulated for each offer.

1) Approach to Project – Describe how your firm will implement the aforementioned tasks, including methods and quality control measures. The description should include your experience in implementing the components of your proposed approach.

2) Relevant Qualifications and Experience - The Consultant will be evaluated based on the level of experience and background in performance of similar projects. More specifically, these include:

a. Recent experience in managing state and federal grant funds, at least one of which is a CEC grant;
b. Experience preparing invoices to grant programs that include multiple subcontractors;
c. Experience working in collaborative teams of multiple agencies and organizations; and
d. A minimum of five years of experience as a grant funded project manager.

3) Education and Professional Background - The Consultant will be evaluated based on his/her academic credentials and professional associations sufficient to demonstrate a high level of relevant expertise.

4) Results of Reference Checks.

5) Statement - The Consultant will be evaluated based on the adequacy of the material submitted in response to the services required as described in this Statement of Qualifications (SOQ). Statements must respond to all the requirements of the request, and must include all information specifically required in all sections of the request.

Highest ranking candidates may be invited to an interview at ABAG Offices, 101 8th Street, Oakland, CA, at their own expense.

VI. Contract Award

Contract award shall be made to the responsible Consultant on the basis of the evaluation criteria listed above and whose statement is most advantageous to ABAG. Our objective is to obtain the highest qualified Consultant to achieve the objectives within a realistic time frame and reasonable cost. Qualifications and experience as a whole are more important than cost.

This request does not commit ABAG to award a contract. We reserve the right to reject any or all SOQs received in response to this request. Award of contract may not be made to any Consultant unless an agreement can be secured for all general and special contract provisions. Award will not be made to a Consultant whose proposed period of performance is not within a period of time acceptable to ABAG. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the availability of funds.

VII. What to Submit

To provide an objective, fair review of candidate submittals, statements are to include only the following information:

1) Transmittal Letter - Normal transmittal letter, covering highlights and unique features of your career. Any special terms and conditions of the offer should also be summarized here. Letter should include the name and telephone number of a contact person and your office address.
Length: **One (1) page maximum.**

2) Statement of Qualifications - Provide a definitive statement to respond to the requirements as stated in this request. This must describe in detail the procedures and methods that will be used to provide the services requested, preferably drawing on past experience/work conducted by the applicant.
Length: **Four (4) pages maximum.**

3) Relevant Experiences - Provide a summary of relevant experience over the last 5 years, including at least three related projects.
Length: **Two (2) page maximum.**

4) Educational and Professional Background - Provide a resume (summary of educational background, including degrees) for each key staff member to work on the project. Also include special professional and/or project experience.
Length: **Three (3) pages maximum.**

5) List of Client References - Provide a list of clients to be used as references for your work, including contact name, address, telephone number, nature of job, length of engagement, amount (e.g. 1 year, $ _______).
Length: **One (1) page maximum**.

6) Budget - Must include total funds requested and amount budgeted for various tasks for

term of project. Provide hourly billing rate, including overhead.
Length: **One (1) page maximum.**

7) Examples of Work – Provide sample(s) of your work product. Length: **Brevity will be appreciated.**

We require three (3) hard copies of your SOQ package as well as one (1) electronic copy that can be submitted by email. **All proposals are due in the ABAG offices no later than September 16, 2011 at the close of business, 5: 00 P.M.** Questions may be directed to Mr. Gerald Lahr.

VIII. Where to Submit Application

If mailed, address to:

Mr. Gerald Lahr
ABAG
P.O. Box 2050
Oakland, CA 94604-2050

If hand delivered:

Mr. Gerald Lahr
ABAG
101 8th Street
Oakland, CA 94607-4756

Electronic SOQs can be emailed to:

JerryL@abag.ca.gov

(Receipt in our office must be by the deadline stated regardless of postmark.)

Instructions are on the reverse

Recipient (Name and Address)		Type of Request: ____ Reimbursement; ____ Status Report Only; ____ Release Retention	Amount of this Request: $ ____________
		Period Covered by this Request: to	Funding History Funds Requested to Date: $ ________ Funds Received to Date: $ ________ Expenses to Date: $ ________ Funds on Hand: $ ________ Interest Earned to Date: $ ________
Grant No.	Recipient ID No.	Approved Project Term: to	

ENERGY COMMISSION SHARE Line Item	Budget	Expenses this Period	Expenses to Date	Obligations Not Yet Paid	Remaining Balance
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
TOTAL					

MATCH SHARE Line Item	Budget	Expenses this Period	Expenses to Date	Obligations Not Yet Paid	Remaining Balance
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
TOTAL					
GRAND TOTAL					

TATE OF CALIFORNIA

CALIFORNIA ENERGY COMMISSION

RECIPIENT CERTIFICATION		**ENERGY COMMISSION USE ONLY (-NS-)**
I certify to the best of my knowledge and belief that this report is correct and complete and all outlays and obligations are for the purposes set forth in the funding Agreement and that the reimbursement of these costs has not and will not be received under other sources including, but not limited to, a Government Entity contract, subcontract, or other procurement method.		Amount Authorized
Signature of Authorized Certifying Officer	Date	Retention Yes____ No ____
Type or Print Name and Title	Phone	Fiscal Year
ENERGY COMMISSION APPROVALS		Appropriation Code
Commission Project Manager	Date	
Commission Program Manager	Date	Retention
Grants Office	Date	Amount Scheduled

INSTRUCTIONS

Payment Request No.: Begin with the number 1 on your first payment request and consecutively number each subsequent payment request. The last payment request should include the notation, "Final."

Recipient (Name and Complete Address): Same as "Recipient" on the Grant Agreement. Address should include the city, state, and zip code.

Type of Request: Indicate if this is a "Reimbursement" or "Status Report Only." Be sure to provide backup documentation. If no funds are being requested, check "Status Report Only."

Amount of this Request: This line shows the amount currently being requested. Indicate the amount being requested.

Period Covered by this Report: The time period covered by this request. The first day of the period should be the day after the last day covered by your previous report. Example: 1/14/94 to 3/31/94.

Grant No.: Same as "Grant Number" on the Grant Agreement. This is the eight digit code assigned by the Energy Commission (example 961-93-000).

Recipient ID No.: This space is for an account number or other identifier that may be assigned by the Recipient (optional).

Approved Project Term: This is the entire project period beginning with the date the project starts through the end date. This date should match the "Term" on the Grant Agreement unless you have received a term extension.

Total Funds Requested to Date: Show the total of all funds requested from the Energy Commission prior to this request.

Funds Received to Date: Show the total amount of funds received from the Energy Commission prior to this request. "Funds Requested to Date" minus any retention withheld equals "Funds Received to date".

Total Expenses to Date: Show the total expenses from the beginning of the project through and including the period covered by this report. This amount should be the same as the "Grand Total" expenses to date.

Funds on Hand: This should be filled in only if you have received any advance funds from the Commission. If you have, show the balance of funds received. ("Funds Received to Date" minus "Expenses to Date" equals "Funds on Hand.")

Interest Earned to Date: Show all interest earned on previously advanced funds.

Line Items: The following budget categories apply to all expenditures invoiced.

- **Budget:** Show by line item the budget as shown in the Grant Agreement.
- **Expenses this Period:** Show by line item the actual payments made by the Recipient during the period covered by this report.
- **Expenses to Date:** Show by line item the cumulative total of all expenses from the beginning of the project through and including the period covered by this report.
- **Obligations Not Yet Paid:** Show by line item all funds obligated on purchase orders, contracts, etc. for which you have received an invoice but have not yet paid.
- **Remaining Balance:** Show by line item the funds available for expenses or obligations. "Budget" minus "Expenses to Date" minus "Obligations Not Yet Paid" equals "Remaining Balance."

Certification: Name, title and signature of authorized certifying official (usually the grant Recipient's project manager).

Submit original and one copy to:

California Energy Commission
Accounting Office
1516 Ninth Street, MS # 2
Sacramento, CA 95814